

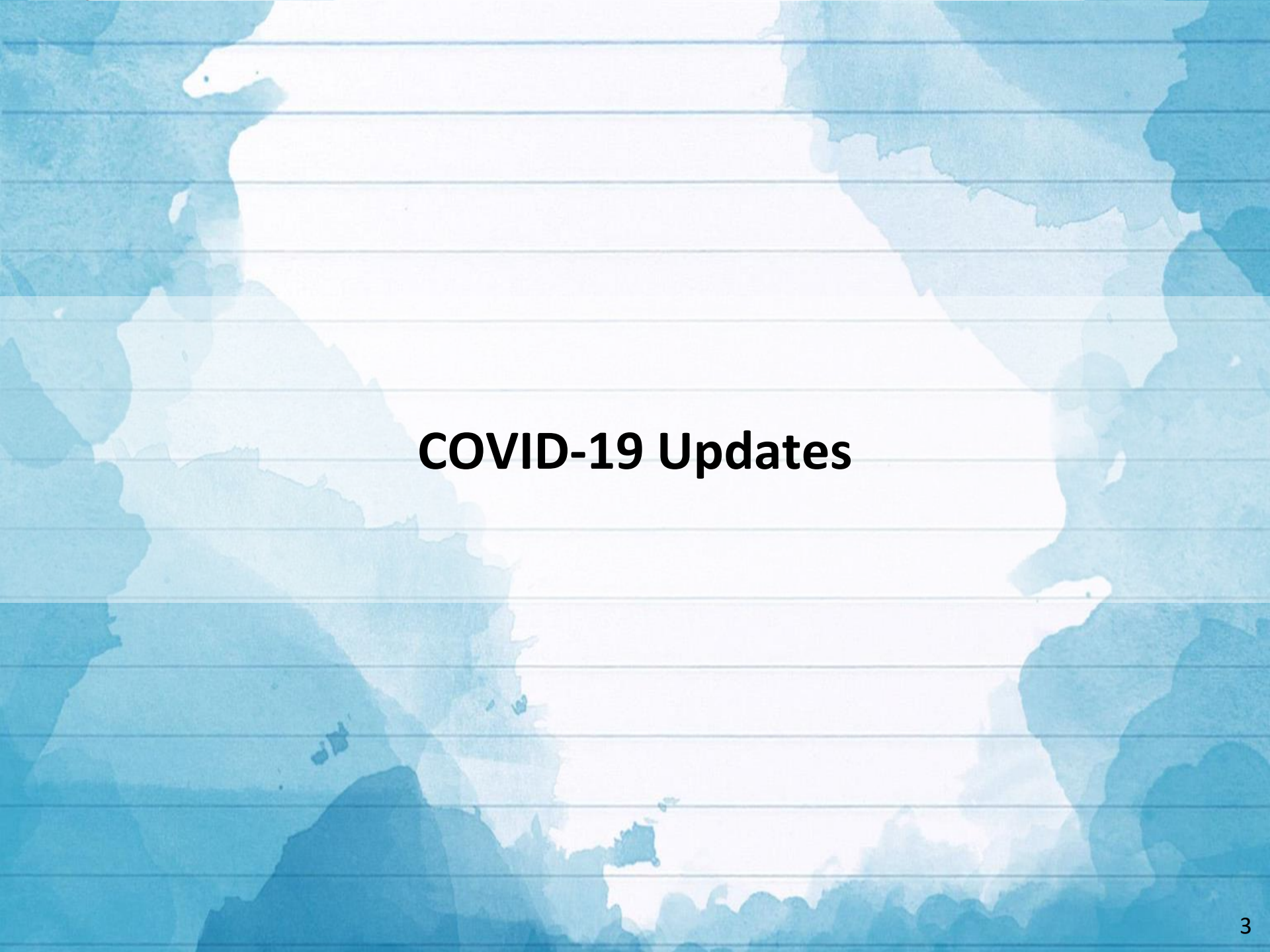
Louisiana Believes

Graduating Students in STS May 4, 2020

This slide deck can be downloaded via the [LDOE INSIGHT Coordinator Portal](#) or the [SystemSupport page](#)

Objectives

- To clarify the graduation requirements for students in regards to the COVID-19 school closure
- To walk through how to report these graduation requirements in the Student Transcript System (STS)



COVID-19 Updates

COVID-19 Guidance and Information

Resources for Families, Schools and Centers

Please refer to the [Louisiana Believes](#) website and the following resources for families and guidance for schools and centers:

- [COVID-19 FAQ: K-12 Schools](#)
- [COVID-19 Information and Resources webpage](#) (all COVID-19 related materials are located here) [COVID-19 Resources Library](#)
- [Senior Course Credit and Graduation Guidance PDF](#)

Distance Learning Days Guidance for *EOY Collections*

School Calendar System (SPC):

Q: How should I enter the days covered under the Governor's order to close school facilities?

A: School days covered in the Governor's order concerning COVID-19 should be entered into the Calendar system as regular instructional days. Holiday days during the time period of the Governor's order concerning COVID-19 should be entered into the Calendar system as holiday days (ex. Spring Break).

Student Information System (SIS)

Q: Should I submit attendance data for March 13 through the end of the school year?

A: No, seat time has been waived by the [Governor's proclamation](#). School systems should not submit any absences for days March 13 through the end of the school year.

Q: What should I use for a graduating senior's exit date?

A: The last day of school as defined in your SPC school calendar

Changes to STS for COVID-19 graduates

STS is closed until May 4th to make programming changes to assist with graduating seniors this year.

Q&A for STS reporting requirements are listed in the [Senior Course Credit and Graduation Guidance PDF](#)

Changes:
Add C as an option to the Met Assessment Requirement field on the 020 records
New IBC code "919 - COVID 19 IBC waiver"
Add C as an option to the Core Curriculum Waiver field on the 030 record

Graduation Requirements in STS

The graduation requirements are the same as before:

- A student must be in either 11th or 12th grade in STS
- The student must complete the courses to finish all categories required for the diploma pathway
- All Jump Start students must have earned an IBC
- The student must pass all required assessments for graduation
- The student must have completed a FAFSA or have a waiver
- The graduation date cannot be further than two weeks into the future and must be before September 1, 2020, to count as a 2019-2020 graduate

Grading Courses for Seniors to Graduate

LEAs have the flexibility to determine how to submit grades for the graduating seniors. Please choose what would be best for the students.

Their final grade could be:

- Grade when school closed
- The semester grade if you are able to continue teaching
- P (Pass) can be used for graduates only, but it must be for the entire school year and will not factor into the student's GPA
- E (Exempt) can be used with Core Curriculum Waiver = C (COVID 19 Waiver) can be used with 2019 mini session courses.

Pay special attention to:

- Student GPAs when using a grade of P, a student with lower than 2.5 will not qualify for TOPS
- Ensure you are not missing categories due to part numbers and/or missing courses

Checking Diploma Requirements

If the checkbox next to the diploma path does not turn blue or if the graduation date has a red line and error code 3, please check the diploma calculation to see what category is missing. It is normally a part number issue or an incorrect/missing course.

(TU) TOPS UNIVERSITY DIPLOMA							
Categories	Set	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	001	Y	1.00	1.00	(120331) ENGLISH I		1.00
ENGLISH II	001	Y	1.00	1.00	(120332) ENGLISH II		2.00
ENGLISH III	001	Y	1.00	1.00	(120333) ENGLISH III		2.00
ENGLISH IV		N	1.00	0.00			0.00
ALGEBRA I	001	Y	1.00	1.00	(160321) ALGEBRA I		2.00
GEOMETRY	001	Y	1.00	1.00	(160323) GEOMETRY		2.00
ALGEBRA II	001	Y	1.00	1.00	(160322) ALGEBRA II		2.00
MATH - 4TH UNIT	005	Y	1.00	1.00	(160375) ALGEBRA III		2.00
BIOLOGY I	001	Y	1.00	1.00	(150301) BIOLOGY		1.00
CHEMISTRY I	002	Y	1.00	1.00	(150401) CHEMISTRY		2.00
SCIENCE ELECTIVES 1ST UNIT	205	Y	1.00	1.00	(150310) ENVIRONMENTAL SCIENCE		1.00
SCIENCE ELECTIVES 2ND UNIT	213	Y	1.00	1.00	(150302) BIOLOGY II		1.00
U.S HISTORY	001	Y	1.00	1.00	(220403) U. S. HISTORY		3.00
CIVICS & GOVT	001	Y	1.00	1.00	(220501) CIVICS-1st SEMESTER		2.00
SOCIAL STUDIES ELECTIVES 1ST UNIT	201	Y	1.00	1.00	(220300) WORLD GEOGRAPHY		1.00
SOCIAL STUDIES ELECTIVES 2ND UNIT		N	1.00	0.00			0.00
FOREIGN LANGUAGE	001	Y	2.00	2.00	(122502) SPANISH II (122501) SPANISH I		2.00
ARTS	003	Y	1.00	1.00	(030332) FINE ARTS SURVEY		3.00
HEALTH & PE	001	Y	2.00	2.00	(190106) PHYSICAL EDUCATION II (190105) PHYSICAL EDUCATION I (190500) HEALTH EDUCATION		6.50
Totals:			21.00	19.00			35.50

NOT ALL OF THE TOPS UNIVERSITY DIPLOMA CURRICULUM REQUIREMENTS HAVE BEEN MET.

IBC for CA Students

The IBC is required for CA students to graduate.

If a student already has completed an IBC or is Act 833 eligible, then submit the earned IBC data to STS and upload the documentation to the eScholar Credential folder.

If you have a student who was not able to pass an IBC due to school closures in respect to COVID 19 and the student does not fall under the Act 833 waiver then you may use IBC 919 COVID 19 to fulfill the graduation requirement.

Please do not give every CA student IBC 919, this is only for students that need an IBC to graduate in STS 2019, that currently has not passed any IBC, and is not 833 eligible. The IBC 919 should be the only passing IBC if used.

Credentials

Year IBC	Semestr	Industry Based Credentials	Pass/Not Pass	Sponsor Earned	Site Earned	Vendor
2019	1	(919) COVID 19 IBC Waiver	P	026	026010	000
Count: 1						

Assessment Requirements

The Met GEE/EOC assessment fields are still required for graduation.

- A) If a student has passed all assessments, please put a **Y** in the Met GEE/EOC field (position 122) and leave the subject level flags blank (positions 153-156).
- B) If a student is 883 eligible and using 833 on one or more subject areas, please put **A** on the Met GEE/EOC field and at least one **A** on the subject level flags that were alternately assessed.
- C) If the student is LAA1, please use the **G** on the Met GEE/EOC field and put G on all subject areas.
- D) If a student needed an assessment for graduation and are not 833/LAA1, please use the **C** for the COVID 19 waiver on the Met GEE/EOC field (position 122) and leave the subject level flags blank (positions 153-156).

Assessment Examples

A)

Met GEE\EOC?	<input type="checkbox"/> ELA	<input type="checkbox"/> Math
<input checked="" type="checkbox"/>	<input type="checkbox"/> Science	<input type="checkbox"/> Soc Studies

B)

Met GEE\EOC?	<input checked="" type="checkbox"/> ELA	<input type="checkbox"/> Math
<input type="checkbox"/> A	<input type="checkbox"/> Science	<input type="checkbox"/> Soc Studies

C)

Met GEE\EOC?	<input type="checkbox"/> G ELA	<input type="checkbox"/> G Math
<input type="checkbox"/> G	<input type="checkbox"/> G Science	<input checked="" type="checkbox"/> G Soc Studies

D)

Met GEE\EOC?	<input type="checkbox"/> ELA	<input type="checkbox"/> Math
<input type="checkbox"/> C	<input type="checkbox"/> Science	<input type="checkbox"/> Soc Studies

The FAFSA Requirement

Every student must have a FAFSA value in STS for the graduation date to be valid.

FAFSA and TOPS application data from LOSFA will continue to be loaded into STS.

If a student does not start the application for FAFSA or TOPS by the time of graduation, then you may use the “4. Hardship Waiver” flag for graduation purposes.

Other information:			
Local Rank:	<input type="text"/> of <input type="text"/>	Local GPA:	<input type="text" value="2.0656"/>
Parental Consent:	<input checked="" type="checkbox"/>	FAFSA Application Flag:	<input type="text" value="4. Hardship Waiver"/>

STS Data Checks

Please use the Export Summary to Excel to check the following:

- Verify all students have met graduation requirements
- Check the TC GPA for seniors that should have 2.5 for TOPS eligibility
- Verify all students have parental consent that should have it
- You can sort by 12th grade, remove L1 and NG, and order overall GPA from highest to lowest to create class rank if needed

Please run your Students with Missing PII report in the Export Transcripts. Make sure all students have PII in eScholar to make sure their records are not rejected by LOSFA or BOR

Please make sure your sites are certified after all GPAs have been calculated and have graduation dates.

Please look for any graduation dates that are redlined with error codes.

Export Summary to Excel

Use the highlighted fields to double check your seniors. Make sure they have a graduation date, diploma categories are met, the TC GPA is at or over 2.5 for students that should be eligible for TOPS, that TC categories are met, that students that need IBCs has them, that there is a FAFSA value, that the Met GEE flag is filled, and that students have parental consent.

Last Name	First Name	Grade	Overall GPA	Grad date	Diploma Path	Option Code	Diploma GPA	Diploma Cat Met	TC TOPS Award	TC TOPS GPA	TC TOPS Cat Met	TJ TOPS Award	TJ TOPS GPA	TJ TOPS Cat Met	IBC	FAFSA	Met GEE	Parental Consent	Total Credits Earned
ADD	A	12	2.14		TU		1.86	N	TC	1.70		TJ	1.90		Y			Y	29.50
AGU	L	12	3.87		TU		3.81	N	TC	3.78		TJ	3.81		Y	Y		Y	33.50
AGU	C	12	2.51		TU		2.55	N	TC	2.53		TJ	2.50		Y			Y	22.50
ALE	D	12	2.06		CA	T05	2.02	N	TC	1.60		TJ	1.88		Y			N	26.50
ALL	K	12	2.23		TU		2.13	N	TC	2.00		TJ	1.90		Y	Y		Y	28.00
ALM	F	12	3.44		TU		3.36	N	TC	3.76		TJ	3.81		Y	Y		Y	31.00
ALS	M	12	3.92		TU		3.89	N	TC	4.11		TJ	4.18		Y			Y	25.50
ALS	L	12	3.52		TU		3.50	N	TC	3.70		TJ	3.66			Y		Y	23.00
ALT	Z	12	2.52		TU		2.24	N	TC	2.13		TJ	1.90					N	37.00
ALV	M	12	2.85		CA	T03	2.86	N	TC	2.81		TJ	2.92		Y			Y	29.50
ALV	D	12	2.71		TU		2.62	N	TC	2.50		TJ	2.27					Y	27.00
ALV	R	12	2.30		CA	T03	2.34	Y	TC	1.90		TJ	2.35	Y	Y			Y	29.00
ALW	D	12	2.41		CA	T03	2.40	N	TC	2.33		TJ	2.33		Y			Y	32.00
ARI	A	12	2.03		CA	T06	2.13	Y	TC	1.91		TJ	2.14	Y	Y			Y	29.00
ARM	B	12	2.93		TU		2.68	N	TC	2.56		TJ	2.63		Y			Y	32.00

Missing PII

- Please check this report to see if any student is missing PII pieces like name, birthday, and SSN.
- These are pieces that LOSFA and BOR use to match student records. If they are missing, they will not pick up the record.
- If a student shows up on this report, please go into eScholar and either update the fields or update the record if the fields are complete. This will give us a new copy of the students record.

Non Graduates in STS

Information on all non graduate students can be found:

[School System Promotion Guidance 2019-2020 PDF](#)

- All 8th - 11th graders must use letter grade for courses in STS
- Do not use P or E grades on these students
- Further guidance will come out later about assessment waivers for non graduates in later years.

Validation Reports for Non Public Schools

Validation reports will be available at the end of May.

It will include a counts of students and graduates, but it will have one new section.

There will be section called **Possible Wrong Course Code**. This will identify students and courses that might be incorrect. The regular 4 point course code should be used, but the course type as AP, HR, DE, IB, GT should be identified.

This is only for courses that have 5 point course codes available.

We will not list courses like English 1 that only have the 4 point course code.

If the 120333 English 3 is used and the course type is HR, then this will be identified so you can change the course code to 120341 English 3 Honors.

ENGLISH = 4 Units	Course Code	TOPS 4 Point Scale	TOPS 5 Point Scale	Course Title
1 Unit	120331	✓		English I
1 Unit	120332	✓		English II
1 Unit from the following:	120333	✓		English III
	120329		✓	English III: Gifted
	120341		✓	English III: Honors

Validation Reports for Public/Charter Schools

Data managers will receive the SIS, SER, STS crosscheck validation reports in May, June, and July.

These reports contain counts in all 3 systems including exits and exit alignments.

The STS section includes:

- Count of students per grade
- Count of graduates
- Possible wrong course code
- List of students without a FAFSA value
- List of students without parental consent
- List of CA students without an IBC

Helpful Tips

- Before the first week of June, LOSFA and BOR will receive as much clean data as possible. Data should be submitted as per normal process through mid-September.
- Don't forget to NOT use a graduation date past 2 weeks in the future.
- Please do not drop large files into the upload repeatedly. If there are errors on a few students, please look through the file and locate the issue if possible. The calculations usually take around 10 minutes. If an entire school is uploaded several times in this 10 minute window, a crash of the calculation application will most likely occur.
- If calculations are working for more than 1-2 hours or if you need further assistance, please contact barrett.adams@la.gov.

Thank you!